UNITED NATIONS

SECRETARIAT

ST/LIB/13/Rev.3
31 March 1977

INSTRUCTIONS FOR DEPOSITORY LIBRARIES RECEIVING UNITED NATIONS MATERIAL

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ANNEXES

I. Principles governing United Nations depository libraries (ST/AI/189/Add.11/Rev.1)

II. Model request for documents

I. Conditions of deposit

1. The conditions of deposit are covered in paragraphs 7 through 14 of the Principles governing United Nations depository libraries (ST/AI/189/Add.11/Rev.1) attached as Annex I.

II. Extent of material deposited

2. Depository libraries are entitled to receive, in automatic distribution, according to their needs and to the type of deposit, materials issued under the GENERAL category of distribution, in the language the depository chooses - English, French or Spanish. (See Note No. 1 for additional information.) Material issued under the LIMITED category of distribution is not included in the deposit. Also not included is material issued under the RESTRICTED category of distribution, or originally so classified and which may later be reclassified. When reclassified such material can be consulted in libraries in the United Nations system, but the original small stocks preclude its being made available for deposit or for purchase.

3. A minority of publications appear in Arabic, Chinese, German or Russian. Depositories where the national language is Arabic, Chinese, German or Russian may therefore choose either English, French, or Spanish as a language of deposit, but they will also receive one copy of each publication available in their national language.

4. The deposit commences with the date of designation, is not retroactive and is limited to one copy.

5. There are two types of deposit under the system: partial and full deposit.

Partial deposit

6. A partial depository is entitled to receive the following material:

(a) The Official Records of the main organs of the United Nations (see Note No. 2).

(b) Publications that carry a sales code - whether printed, reproduced by offset, or mimeographed - regardless of place of issuance.

(c) Periodicals available on subscription; and

(d) The United Nations Treaty series.

7. Normally, a partial depository also receives the mimeographed documents of the regional commission covering the area in which the library is located. The printed publications of all regional commissions are included in the category of material carrying a sales code.

8. The partial deposit does not include:

(a) Publications of the International Court of Justice, The Hague (see Note No. 3);

(b) Publications of the United Nations Children's Fund, UNICEF (see Note No. 4);

(c) Publications of the United Nations Institute for Training and Research, UNITAR (see Note No. 5);

(d) Publications of the United Nations Fund for Population Activities, UNFPA (see Note No. 6);

(e) Reports of projects carried out by organizations as executing agencies of the United Nations Development Programme, UNDP (see Note No. 7);

(f) Publications issued only in one (e.g. English) or two (e.g. French and Spanish) of the official languages, if the depository does not receive materials in those languages and no specific request has been made for such materials to be included in the deposit (see Note No. 8);

(g) Publications issued prior to the date of depository designation (see para. 4 above);

(h) Material not claimed before the lapse of two years after the date of publication (see para. 31 below);

(i) Additional copies of publications deposited (see Note No. 9);

(j) Reprints of documents already distributed to depository libraries (see Note No. 10);

(k) Publications earmarked for sale only at the time of issuance (see Note No. 11);

(l) Certain sales publications issued and distributed by a trade publisher (see Note No. 12).

Full deposit

9. Libraries that, in the opinion of the United Nations Publications Board, are able to handle a larger volume of material will receive, in addition to the material included in the partial deposit, all other generally distributed documents and publications of the United Nations - whether printed, reproduced by offset, or mimeographed - if available in the language chosen by the depository.

10. The full deposit does not include:

(a) Preliminary mimeographed versions of verbatim records of plenary meetings

of the General Assembly and the Security Council, and the summary records of plenary meetings of the Economic and Social Council which at a later date will appear in printed final form as part of the Official Records (see Note No. 13);

(b) Documents in the LIMITED and FOR PARTICIPANTS ONLY categories of distribution;

(c) Press releases;

(d) Ephemeral material issued during sessions of United Nations bodies (e.g. orders of the day, journals, conference room papers);

(e) The mimeographed documents of the regional commissions covering areas other than the one in which the depository is located (see Note No. 14);

(f) The publication Permanent Missions to the United Nations (ST/SG/SER.A/-) (see Note No. 15);

(g) The Telephone Directory (ST/OGS/SER.E/-) (see Note No. 16);

(h) The Journal of the United Nations (see Note No. 16);

(i) The Daily list of documents distributed at Headquarters (see Note No. 16);

(j) Material issued more than two years prior to the date of claiming (see para. 31 below).

Reduction in the deposit entitlement

11. Depository libraries so requesting may receive selected series only from among those included in the deposit as described in paragraphs 6 through 10 above. The selection can be made at the time of designation or at any time thereafter.

12. Selection by subject, which involves the selection of individual documents from different series, is not allowed under the depository system.

Materials of other organizations in the United Nations system (see Note No. 17)

13. The United Nations Publications Board designates depository libraries for United Nations material only.

14. Materials issued by other organizations in the United Nations system are distributed separately by each organization. Also, each organization is autonomous with regard to the designation of depository libraries for its own documents and publications. Inquiries concerning depository designation, the purchase and exchange of material and subscription to periodicals should be addressed to the organization concerned. These organizations are:

Food and Agriculture Organization of the United Nations (FAO), Rome

General Agreement on Tariffs and Trade (GATT), Geneva

International Atomic Energy Agency (IAEA), Vienna

International Bank for Reconstruction and Development (IBRD), Washington, D.C.

International Civil Aviation Organization (ICAO), Montreal, P.Q.

International Development Association (IDA), Washington, D.C.

International Finance Corporation (IFC), Washington, D.C.

International Labour Organisation (ILO), Geneva

Inter-Governmental Maritime Consultative Organization (IMCO), London

International Monetary Fund (IMF), Washington, D.C.

International Telecommunication Union (ITU), Geneva

United Nations Educational, Scientific and Cultural Organization (UNESCO), Paris

Universal Postal Union (UPU), Berne

World Health Organization (WHO), Geneva

World Intellectual Property Organization (WIPO), Geneva

World Meteorological Organization (WMO), Geneva

III. Changes in depository status

15. Depository libraries wishing a change in the deposit entitlement, a transfer of the depository status to another library in the same area, or withdrawal from the system should address the request to the Director of the Dag Hammarskjold Library at United Nations Headquarters. Such changes are subject to approval by the United Nations Publications Board.

IV. Payment of the contribution

16. As a result of the review of the system of depository libraries, the United Nations Publications Board decided to limit free deposit for United Nations material to two libraries in each country or territory:

(a) The national library, or another major research library located in the capital city;

(b) The national parliamentary library, if open to the public.

17. Other existing depositories and those to be designated in the future are required to pay a contribution toward the maintenance of the system.

18. Depository libraries subject to payment of the contribution will receive, at the beginning of each calendar year, an invoice for the period 1 January through 31 December. The invoice, mailed by the Sales Section, is identified by a number composed of the depository mail code proceeded by L00. Payment is due upon receipt of the invoice. Remittance in U.S. currency should be addressed only to:

United Nations Publications
United Nations
Room LX-2313
New York, N.Y. 10017

19. Depositories so wishing may pay the contribution in local currency to the United Nations Information Centre or to the office of the Resident Representative of the United Nations Development Programme in the country, at the United Nations rate of exchange prevailing on the day of payment. The contributing depository using this mode of payment need not advise the Dag Hammarskjold Library that the invoice has been paid: the Centre, or the UNDP Resident Representative will advise the Office of Financial Services at United Nations Headquarters that payment has been received.

V. Visits to depository libraries

20. The United Nations Information Centre personnel and staff of libraries in the United Nations system have been requested to visit the depository libraries periodically during home leave and/or official travel, with a view to not only report to the Director of the Dag Hammarskjold Library on the conditions observed but also to assist those in need of finding solutions to pressing difficulties. The programme of visits began in 1975.

21. The visits provide personal contact between the depository and the Dag Hammarskjold Library at United Nations Headquarters and afford an opportunity to discuss current problems, explore possible solutions, and request and obtain assistance, if needed.

22. The depository being visited is advised in advance of the impending visit.

VI. Correspondence

23. Correspondence concerning changes of name and address of depository libraries, requests for changes in the depository status and for bibliographical and other types of advice, and concerning all other matters related to the deposit, except claims for material not received, should be addressed to the Director of the Dag Hammarskjold Library at United Nations Headquarters, room L-382A, United Nations, New York, N.Y. 10017

VII. Claims

24. The Publishing Division, in consultation with the Dag Hammarskjold Library at United Nations Headquarters, had laid down rules for claiming material not received in automatic distribution, or received in defective copies.

25. In accordance with the aforementioned rules, depository libraries are required to submit all claims on the form PS.16 "Request for Documents", which is supplied free by the Distribution Section, Publishing Division. Claims submitted by letter, postcard, or in any other manner are returned to the sender, unprocessed. Before the supply of the PS.16 form is exhausted, a new supply should be requested on the form itself.

26. Before preparing a claim, a depository should consider the following:

(a) Date of the depository designation (see para. 4 above);

(b) Extent of the material deposited (see paras. 6 through 14);

(c) Availability of the document for deposit (see para. 27);

(d) Availability of the document in the language of deposit (see para. 27);

(e) Point of distribution. Distribution of documents to all depository libraries is made by

(i) The Distribution Section, Publishing Division at United Nations Headquarters;

(ii) The Distribution and Sales Section at the United Nations Office at Geneva;

(iii) The Documents Distribution Service of the United Nations Industrial Development Organization (UNIDO) at Vienna;

(iv) The regional commissions, which distribute their own documents and publications to depositories in their respective regions; and

(v) The Office of Public Information at United Nations Headquarters, which arranges for the distribution of material issued by United Nations Information Centres to depository libraries in their respective areas of operation.

27. Before filling in the PS.16 form, a depository should consult the United Nations documents index (UNDEX Series C, List of documents issued; ST/LIB/SER.I/C.-) to verify whether or not the items to be claimed have been issued in the language of the deposit and if they fall within the deposit entitlement.

28. The following information should be included on the form:

(a) Name of library, address and depository mail code number. The name and address in the "Address for delivery" box should duplicate the mailing label used by the United Nations, including the depository mail code number which appears in the lower right-hand corner of the label (e.g. DL-300, PL-7). The Director of the Dag Hammarskjold Library at United Nations Headquarters should be notified immediately of any change of name, or of address.

(b) Listing

(i) Items should be listed in sequence within each category, one item to a line.

(ii) The language or languages required should be indicated in each case. Languages should be abbreviated as follows: Ar, Arabic; C, Chinese; E, English; F, French; G, German; R, Russian; S, Spanish.

(iii) a. Documents should be listed as follows:

- Mimeographed documents: by symbol;
- Periodicals: by title, volume, year, issue number;
- Sales publications: by sales code only;
- Volumes of the United Nations Treaty series: by series title and volume number.

b. Official Records should be listed as follows:

- Indication of organ (GAOR, ESCOR, SCOR, TCOR, TDBOR); followed by session number or, in the case of the Security Council, year; followed by:
  - volume title and other necessary information (e.g. Plenary Meetings, First Committee, etc., followed by meeting number); or, by the indication of the
  - annexes, followed by agenda item number; or the indication of the
  - supplement, followed by number.

Remarks

29. When an item is unavailable for distribution, an explanation is given in the "Remarks" ("Observations", "Observaciones") column of the PS.16 form, generally by the use of code letters referring to the phrases at the bottom of the form.

A carefully prepared claim will result in speedier service. (For a model request, see annex II.)

VIII. Addressing claims

30. The United Nations Information Centres, and the Dag Hammarskjold Library at United Nations Headquarters are not responsible for handling claims for material not received. All claims should be addressed to the Distribution Section, Publishing Division, room 1B-44, United Nations, New York, N.Y. 10017, with the exceptions indicated below:

(a) For publications of the International Court of Justice, address claims to:

The Registrar
International Court of Justice
Peace Palace
The Hague, 2012
Netherlands

(b) For documents and publications of organs situated at Geneva, namely:

- Economic Commission for Europe (ECE) (series E/ECE/-, ST/ECE/-, sales codes II.E.- and II.E/Mim.-, and ECE periodicals);

- Documents and publications on narcotic drugs (series E/CN.7/-, E/INCB/-, E/IT.-, E/NL.-, E/NR.-, E/NS.-, ST/SOA/SER.J/-, ST/SOA/SER.K/-, ST/SOA/SER.S/-, sales code XI, and the Bulletin on Narcotic Drugs);

- Publications of the United Nations Library at Geneva;

- Documents and publications on human rights (series E/CN.4/-, ST/HR/-, and sales code XIV);

- Documents and publications of the United Nations Conference on Trade and Development (UNCTAD) (series TD/-, TD/B/-, ITC/-, and sales code II.D); address claims to:

Chief, Distribution and Sales Section
United Nations Office at Geneva
Palais des Nations
CH-1211 Geneva 10
Switzerland

(c) For documents and publications of UNIDO (series ID/-, ID/B/-, and sales code II.B) address claims to:

Documents Distribution Service
United Nations Industrial Development Organization
Felderhaus, Room F-724
Rathausplatz 2
A-1010 Vienna
Austria

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(d) For documents and publications of the regional commissions, as described below, depositories in the geographical area where a regional commission is located - and only those depositories - can claim directly from the commission concerned, namely:

- Economic Commission for Africa (ECA), (series E/ECA/-, ST/ECA/-, and sales code II.K) address claims to:

  Documents and Publishing Section
  Economic Commission for Africa
  P.O. Box 3001
  Addis Ababa, Ethiopia

- Economic and Social Commission for Asia and the Pacific (ESCAP), (series E/ESCAP/-, E/CN.11/-, ST/ESCAP/-(previously ST/ECAFE/-,), and sales code II.F) address claims to:

  Documents Reproduction Unit
  Economic and Social Commission for Asia and the Pacific
  Sala Santitham
  Rajadamnern Avenue
  Bangkok, Thailand

- Economic Commission for Latin America (CEPAL) (series E/CEPAL/-(previously E/CN.12/-,), ST/CEPAL/-(previously ST/ECLA/-), and sales code II.G) address claims for printed and mimeographed material to:

  Documents and Sales Publications
  Economic Commission for Latin America
  Edificio Naciones Unidas
  Avenida Dag Hammarskjold
  Casilla 179-D
  Santiago, Chile

- Economic Commission for Western Asia (ECWA) (series E/ECWA/-, ST/ECWA/-, and sales code II.J /see Note No. 18/ address claims to:

  Documents Officer
  Economic Commission for Western Asia
  P.O. Box 35099
  Amman, Jordan

(e) Depositories in areas served by a United Nations Information Centre - and only those depositories - should request from that Centre material issued by it.

IX. Availability of old documents and publications and Official Records

31. Stock of United Nations material is kept for limited periods of time. If a depository wishes to maintain a complete collection, items not received in due course must be claimed promptly. The approximate retention periods are as follows:

(a) Mimeographed documents, including meeting records that are not reprinted in the Official Records, are normally available for two years after the original date of issue;

(b) Official Records (verbatim and summary records, annexes and supplements) and documents issued in final form are normally available for five years, with the exception of resolutions which are stocked on a continuing basis;

(c) Sales publications, with few exceptions, are normally available from five to seven years;

(d) Yearbooks are available as long as there are copies in stock;

(e) Continuing series relating to a main publication (e.g., International tax agreements) are available on a continuing basis, and are reprinted if need be.

32. If the right to receive on deposit a particular document or publication is forfeited by failure to claim on time, or if the material claimed is found to be out of stock, or if additional or replacement copies are needed, they may be obtained as follows:

(a) By purchase, from an authorized sales agent, or from the Sales Section at United Nations Headquarters, or from the Distribution and Sales Section of the United Nations Office at Geneva. UNIDO materials should be ordered from Vienna. Prepayment is required for purchase from the United Nations;

(b) Exceptionally, by gift from the United Nations Information Centre in the area. The Centres provide complementary copies of some documents and publications on an ad hoc basis, but a continuing supply cannot be assured by this method;

(c) By ordering a photocopy from the Dag Hammarskjold Library at United Nations Headquarters, at a cost of $US 0.15 (or equivalent in other currencies) a page, prepaid, cheque made out to United Nations.

Orders for photocopies should be addressed to:

The Chief
Stack and Loan Section
Dag Hammarskjold Library
Room L-105A
United Nations
New York, N.Y. 10017

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X. Documentation in microform

33. The United Nations Publications Board has approved the conversion to microform of the documentation deposited originally in paper copy, provided that such a substitution will in no way limit or impede the public use of the documents, or defeat the principles according to which United Nations documents and publications are made available on deposit.

34. The Official Records of the main organs of the United Nations, the United Nations Treaty Series, yearbooks, UNCTAD and UNIDO documentation and other important series of documents and publications are at present available in microfiche.

35. The text of the microfiches offered for sale is in negative (i.e. clear text on opaque background) with the title in positive (i.e. opaque text on clear background); enlargements will show the text in positive form. Each fiche is mm 105 x 148 (4" x 6") in size; it contains 60 frames at a reduction of 1/20 and is housed in an individual protective envelope colour-coded according to the language of use of the text.

36. Indexes giving specific cross-references between United Nations document and microfiche numbers are not available yet. However, microfiches show the symbol of the document in the first line of the title in addition to the microfiche number. For research purposes, the indexes prepared by the United Nations which are available in hard copy (with the exception of the cumulative indexes to the United Nations Treaty Series which are available also in microfiche) should prove useful. Microfiche 1976 is the latest price list issued; it can be obtained upon request from the Sales Section at United Nations Headquarters and the Distribution and Sales Section at the United Nations Office at Geneva.

37. Sets of United Nations documents from 1947 up to 1968 are available on microfilm in reels of approximately 100 feet of 16 mm unperforated safety film. A 1/19 reduction rate was used at first, allowing about 1,800 document pages per reel. Since 1969 a 1/40 ratio has been used and each reel now contains about 8,500 pages of text. Moderate temperatures and a normal degree of humidity are required for safe preservation. Indexes to microfilms of United Nations documents have been issued in English (1946-1961, 1962-1967), French, Russian and Spanish (1946-1952) and are available on request from the Dag Hammarskjold Library at United Nations Headquarters.

38. Depository libraries that can provide appropriate viewing facilities are entitled to a 50 per cent discount from the list price if they subscribe to full sets of microform editions of the documents and publications. Orders must be placed direct with the Sales Section at United Nations Headquarters or the Distribution and Sales Section at the United Nations Office at Geneva and be accompanied by prepayment in full. Orders placed through commercial intermediaries are not accepted.

39. Partial sets or individual documents in microfiche can be obtained by purchase from UNIFO Publishers, Ltd., P.O. Box 89, White Plains, New York, 10605 or P.O. Box 245, London, N6 5SU.

XI. Maintenance of the collection (see also Note No. 19)

Arrangement

40. There are no set rules for the arrangement of the material deposited. A depository library may choose any system it prefers, as long as the collection is kept in good order and under adequate control.

41. A partial depository, however, may choose to arrange the collection of sales publications by sales code, thus achieving a broad subject classification. The arrangement by sales code may be as follows:

(a) By year, and within year by subject category, then by individual publication code. This arrangement brings together all sales publications issued during the year;

(b) By subject category, and within category by year, then by individual sales publication code. This arrangement groups all publications by broad subjects. The United Nations Publications in Print: Checklist can be used as a guide for this type of arrangement. It may be more convenient, however, to file recurrent publications, periodicals and volumes of the United Nations Treaty Series by title, rather than by sales code.

42. The Official Records should be arranged by organ and session (those of the Security Council by year); the extraordinary and special sessions after the ordinary sessions. Within the session, or year, in the following order: meeting records (-/PV./-, -/SR./-), Annexes, Supplements, Special Supplements, committees (-/C.1/-, -/C.2/-, etc.) A detailed breakdown of the arrangement of the Official Records of the main organs of the United Nations is given in United Nations documentation; a brief guide for official recipients (ST/LIB/34), (see Note No. 19).

43. A full depository may prefer to arrange the collection alphabetically by series symbol, then numerically by the individual document number. As most sales publications also carry a symbol, the depository may choose to disregard the sales code and file sales publications by symbol. The List of United Nations document series symbol (ST/LIB/SER.B/5/Rev.2 - Sales No.: E.70.I.21) can be used as a guide in filing.

44. If a combination of arrangement by sales code and by symbol is chosen, a cross reference placed in the symbols file should indicate where in the sales publications file the particular document is filed.

45. The documents and meeting records of the General Assembly and its Main Committees are no longer numbered consecutively. Starting with the thirty-first session, their symbol includes the ordinal number of the session in Arabic numerals, followed by the individual document number, starting with number one. Thus the series symbol of the GENERAL SERIES of the thirty-first session of the General Assembly is A/31/-, that of the First Committee is A/C.1/31/-, and so on. The series symbol for the LIMITED SERIES is A/31/L.-, A/C.1/31/L.-, and so on. This system, when continued for documentation of subsequent sessions of the General

Assembly, logically results in the basic symbol A/32/- for documentation of the thirty-second session, A/33/- for documentation of the thirty-third session, and so on.

46. In the series of main documents of the thirty-first session of the General Assembly, numbers 1 through 40 were assigned to the Supplements to the Official Records for the session; thus the first document issued in the GENERAL category of distribution bears symbol A/31/41. In those for the thirty-second session, numbers 1 through 50 were assigned to the Supplements; thus the first main document issued for the thirty-second session will bear the symbol A/32/51.

47. The changes in the structure of the symbols apply to the General Assembly and its Main Committees only; there are no plans to change the symbol structure of other bodies in the foreseeable future.

48. A document that carries two or more series symbols can be filed according to the first symbol, and cross references could be placed in the other series to indicate where the text of the document is filed. If the document is also a Supplement to the Official Records, it can be filed with the Official Records and a cross reference placed in each of the symbol series.

49. A simple classification scheme can be devised for publications carrying neither symbol nor sales number. Assistance in working out such scheme can be provided by the staff of the Dag Hammarskjold Library at United Nations Headquarters. Advice and assistance can be obtained by writing to:

The Director
Dag Hammarskjold Library
Room L-382A
United Nations
New York, N.Y. 10017

Binding

50. The Official Records should be bound in the following order: meeting records arranged by meeting number, Annexes by agenda item, and Supplements by number. The Special Supplements may be bound separately if so desired, also arranged by number. The documents of committees should be bound by committee, each in one volume. The supplement containing the resolutions may be bound with the other Supplements to the Official Records, or separately; if separately, a cross reference in the proper place in the bound volume of the Supplements should indicate where the volume containing the resolutions is located. The Official Records of the special, extraordinary and resumed sessions can follow the same pattern.

51. Documents in languages other than that of the deposit may be bound in sequence with those of the language of the deposit. If the deposit consists of more than one language, each language version may be bound in separate sets.

52. Gaps in a bound volume should be accounted for, either by listing the missing documents on a page placed at the beginning of the volume, or by a note at the appropriate place within the sequence of numbers. For mimeographed documents discarded because they have been reissued in the Official Records, the note should include information on the session of the body and on the volume of the Official Records where the texts are reproduced.

53. A title page and a table of contents of the Official Records of the General Assembly is found in the prefatory fascicle; the list of delegations and check list of documents are published in separate fascicle; and a check list of the contents of annexes is published in a separate fascicle, which should be bound with the annex fascicles.

54. The Official Records of the Economic and Social Council consist of the summary records of the plenary meetings, incorporating corrections requested by delegations and any necessary modifications, the supplements, and the list of delegations.

55. In order to ensure the completeness of the documentation pertaining to a session of a main organ, the Index to proceedings to that session of the organ should be consulted. Each index contains a numerical list of the documents of the session, with information on their republication. A list of the Indexes to proceedings series is contained in the United Nations publications in print; check list, which is issued annually by the Sales Section.

Discarding

56. The following material can be discarded:

(a) Mimeographed versions of documents that are reproduced in the Official Records or in printed proceedings;

(b) Once a revision is issued, the basic document and its addenda, corrigenda, amendments, and excerpts;

(c) Duplicate copies of documents bearing more than one symbol (only one copy needs to be kept if a cross reference is placed under the other symbols);

(d) Mimeographed documents of conferences, meetings, symposia, etc., subsequently reissued as sales publications;

(e) Weekly, monthly, quarterly, etc. issues of publications for which a yearly cumulation has been issued;

(f) Mimeographed documents of the International Law Commission (series A/CN.4/- and A/CN.4/SR.-) that are subsequently reproduced in the Yearbook of the International Law Commission (A/CN.4/SER.A/-).

XII. Training seminars on United Nations documentation

57. Recognizing the need for training on United Nations documentation, the United

Nations Publications Board decided that seminars for staff of depository libraries should be held at regular intervals in New York and/or in the regions.

58. The first of a series of such seminars was held in New York 14-16 January 1976 for staff of depository libraries in the North American region (United States and Canada). A second seminar intended for staff of depositories in the Latin American and Caribbean regions is scheduled for September 1977.

59. The seminars are organized by the United Nations Institute for Training and Research, UNITAR and/or by the United Nations information centres, in consultation with the Dag Hammarskjold Library at United Nations Headquarters.

60. Inquiries concerning training seminars should be addressed to:

The Director
Department of Training
UNITAR
Room U-512
801 United Nations Plaza
New York, N.Y. 10017

or to the United Nations Information Centre in the country where the depository library is located.

NOTES

No. 1. In addition to documentation of the United Nations itself, the deposit also includes materials issued by the United Nations Conference on Trade and Development, the United Nations Development Programme, the United Nations Environment Programme, the United Nations Industrial Development Organization and the regional commission covering the area in which the depository library is located.

No. 2. Under a new system, in effect since the beginning of 1976, the verbatim records of the Trusteeship Council of the First Committee of the General Assembly and of the Trade and Development Board of the United Nations Conference on Trade and Development are issued in mimeographed form only, for general distribution. Corrections are collected and issued in a single corrigendum shortly after the end of the session. The verbatim records of plenary meetings of the General Assembly and the Security Council, and the summary records of plenary meetings of the Economic and Social Council continue to be issued in provisional mimeographed form, subject to corrections and modifications, and in printed final form. Partial depositories, therefore, will receive the Official Records of the bodies mentioned above in mimeographed form even though they are not entitled to receive mimeographed material.

No. 3. Publications of the International Court of Justice are distributed, on request and as required, free of charge by the Registry of the Court to the Governments or public services of all States entitled to appear before the Court and to major law libraries throughout the world. The International Court of Justice reports annually to the General Assembly. Its report is issued as a supplement to the Official Records of the General Assembly and as such is included in the deposit. The Registry of the Court is autonomous with respect to depository arrangements for its publications. Libraries desiring to become depositories should address their request to the Registrar, International Court of Justice, Peace Palace, The Hague, 2012, Netherlands. Publications of the International Court of Justice can be acquired by purchase from the Sales Section, Room LX 2300, United Nations, New York, N.Y. 10017, or from the Distribution and Sales Section, United Nations Office at Geneva, Palais des Nations, CH-1211 Geneva 10, Switzerland; they can also be obtained from any bookseller handling United Nations publications. A chapter on the publications of the Court appears each year in the International Court of Justice Yearbook. The Catalogue of publications of the International Court of Justice, which is issued in English and French and is brought up to date each year as of 1 January either by an addendum or revised version, may be obtained free from the above-mentioned offices upon request.

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No. 4. UNICEF publications can be acquired by request, or by purchase from the United States Committee for UNICEF, 331 East 38th Street, New York, N.Y. 10017. United Nations publications in the series E/ICEF/-, and the annual report of the Executive Board of UNICEF, which is issued as a supplement to the Official Records of the Economic and Social Council, are included in the materials deposited.

No. 5. UNITAR publications are available by purchase from the Sales Section, Room LX 2300, United Nations, New York, N.Y. 10017, or from the Distribution and Sales Section, United Nations Office at Geneva, Palais des Nations, CH-1211 Geneva 10, Switzerland.

No. 6. With the exception of the UNFPA newsletter Population and the UNFPA flyer UNFPA: what it is, what it does, which are available free on request from UNFPA Public Information and NGO Office, 485 Lexington Avenue, New York, N.Y. 10017, all other UNFPA publications are available by purchase through UNIPUB Inc., Box 433, Murray Hill Station, New York, N.Y. 10016.

No. 7. Of the reports generated during the lifetime of a project, only two types are most likely to be available to libraries: the technical report and, when it contains technical information of public interest, the agency terminal report. The reports are listed in the UNDP business bulletin, UNIPUB's International bibliography, information, documentation and in the indexes of the specialized agencies. They can be obtained from the responsible executing agency. They are also available through University Microfilm, 300 Zeeb Road, Ann Arbor, Michigan and UNIPUB (see Note 6 for address).

No. 8. The Yearbook of the United Nations, for instance, is published only in English and is available to depositories receiving material in English on automatic distribution. The Yearbook, however, may be included in the materials sent to depositories that receive material in other languages if the depository specifically requests it. Such requests should be addressed to the Director of the Dag Hammarskjold Library at United Nations Headquarters.

No. 9. Duplicate copies, or replacement for lost copies must be acquired by purchase.

No. 10. For instance, the publication entitled Economic and social consequences of the arms race and of military expenditure (sales no.: E.72.IX.16), is a reprint of document A/8469, Report of the Secretary-General on

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the economic and social consequences of the armaments race and its extremely harmful effects on world peace and security, discussed by the General Assembly at its twenty-sixth session under agenda item 32. Equally, the publication Economic and social consequences of disarmament. Report of the Secretary-General transmitting the study of his Consultative Group (sales no.: 62.IX.1), is a reprint of document E/5393, which was discussed by the Economic and Social Council at its thirty-fourth session under agenda item 5. The above documents had been already deposited when the texts were re-issued as sales publications and, therefore, they were not available for deposit any longer. Depositories willing to obtain them could do so by purchasing them.

No. 11. Certain publications, due to the high cost of production or to other factors, cannot be made available in any other manner except for purchase. Skopje resurgent; the story of a United Nations Special Fund planning project, a general report, prepared by the Government of Yugoslavia acting as executing agency for the United Nations, for instance, was earmarked for sale only.

No. 12. An example of this type of publication is the World trade annual, which, although prepared by the Statistical Office of the United Nations, is published and distributed by Walker and Company, 720 Fifth Avenue, New York, N.Y. 10019. The World trade annual is issued in five volumes.

No. 13. The preliminary mimeographed versions are now available on subscription for $US 100.00 a year each set (or equivalent in other currencies). Depositories that subscribe to the three sets will be charged a combined price of $US 250.00.

No. 14. When the mimeographed documents of a regional commission are included in the deposit it is expressly so stated at the time of the depository designation.

No. 15. It is available on subscription only, at a cost of $US 10.00 a year, or $US 5.00 a copy.

No. 16. Not available outside the United Nations.

No. 17. Also referred to as specialized agencies of the United Nations.

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No. 18. Since the sales code was assigned, no publication has been issued under it.

No. 19. For additional information of a practical nature concerning United Nations documents, categories of distribution, meaning of symbols assigned to documents, and indexes published by the United Nations, see document ST/LIB/34, United Nations documentation: a brief guide for official recipients, issued in 1974, in English, French and Spanish.

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PRINCIPLES GOVERNING UNITED NATIONS DEPOSITORY LIBRARIES*

I. GENERAL

1. In order to make its documents and publications available throughout the world, the United Nations maintains a system of depository libraries to which such documents and publications are sent under the conditions outlined in sections III and IV below.

II. AUTHORITY TO DESIGNATE DEPOSITORY LIBRARIES

2. The designation of depository libraries is the responsibility of the United Nations Publications Board, acting on the advice of the Director of the Dag Hammarskjold Library at United Nations Headquarters. When making a decision, the Board shall take into account the views of the country concerned and those of interested departments or offices of the United Nations Secretariat.

3. All correspondence with depository libraries shall be conducted by the Director of the Dag Hammarskjold Library at United Nations Headquarters. It shall be the responsibility of the Director to keep the Publications Board and other departments and offices of the Secretariat that may be concerned informed of this correspondence.

III. CRITERIA FOR THE DESIGNATION OF DEPOSITORY LIBRARIES

4. All Member States, States that are not Members and Trust and Non-Self-Governing Territories are entitled to one free depository library - normally the national library or another major research library located in the capital city. In addition, the national parliamentary library, if open to the public, is also entitled to receive material free of charge.

5. Depository libraries which, upon request, supply the United Nations libraries in New York and/or in Geneva with publications or services of a value equivalent to the contribution outlined in paragraph 7 below shall also receive material free of charge.

6. Additional depositories may be designated under the conditions outlined in paragraph 7 and 8 below. In making such designation, consideration shall be given to the expected use to be made of the documents and publications, the evidence of interest and need, the degree of development of institutions of higher learning and libraries, the area and population and the over-all

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* ST/AI/189/Add.11/Rev.1 of 17 November 1975 and ST/AI/189/Add.11/Amend.1 of 9 March 1973.

geographical distribution of the depository libraries in the countries concerned. Normally, no more than one depository shall be designated in any one city.

IV. CONDITIONS OF DEPOSIT

7. Since 1 January 1975, depositories other than those described in paragraphs 4 and 5 above have been required to pay an annual contribution towards the cost of maintaining the system. The standard scale of contributions is as follows:

(a) Depositories located in developing countries: $US 200.00 per year for partial deposit (Official Records and printed publications); $US 300.00 per year for full deposit (Official Records, printed publications and mimeographed documents);

(b) Depositories located in developed countries: $US 500.00 per year for partial deposit, and $US 800.00 per year for full deposit.

8. Contributing depository libraries that provide publications or services of a value which is approximately half the standard applicable contribution shall pay half the amount of that contribution.

9. The contributions towards the cost of maintaining the system shall be collected by the Sales Section of the Publishing Division.

10. The deposit entitlement commences with the date of designation and is not retroactive.

11. All designated depository libraries are expected to place the material received in the care of qualified library staff, to keep it in good order and to make it accessible to the public, free of charge, at reasonable hours. They are also expected to make deposited items available through interlibrary loan or photocopy to users within their area who cannot easily visit the depository library concerned.

12. Depository libraries are also expected, upon request of the Dag Hammerskjold Library at United Nations Headquarters, to provide to it bibliographical assistance and similar services within the limits of their ability and to supply publications that they normally distributed free of charge or on exchange.

13. The United Nations may inquire into the observance of the conditions of deposit by questionnaires or by visits. United Nations information centres and libraries in the United Nations system have been requested to arrange periodical visits by their personnel to the depository libraries. The Publications Board reserves the right, when evidence is presented that the conditions of deposit are not being satisfactorily met, to withdraw depository status or transfer it to another library in the same area.

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14. Requests by depository libraries for changes in the deposit entitlement, transfer of the depository status to another library in the same area or withdrawal from the system shall be subject to approval by the Publications Board.

V. EXTENT OF DEPOSITED MATERIAL

15. All depository libraries shall receive automatically, according to their needs, all publications offered for sale and public information material distributed free, if available in the official language of their choice. Normally, the entitlement shall be limited to material in one official language.

16. Those depository libraries that, in the opinion of the Publications Board, are able to handle a larger volume of material shall receive, in addition, all other generally distributed documents and publications of the United Nations - whether printed, reproduced by offset or mimeographed - if available in the official language of their choice. Normally, the entitlement shall be limited to material in one official language.

17. Depository libraries so requesting may receive selected series only from among those included under the deposit entitlement as described in paragraphs 15 and 16 above.

18. Depository libraries that can provide appropriate viewing facilities are entitled to a 50 per cent discount from the list price if they subscribe through the United Nations Sales Section to sets of microform editions of documents and publications.

VI. IMPLEMENTATION

19. Distribution of documents to all depository libraries shall be made by the Distribution Section of the Publishing Division at United Nations Headquarters, by the Distribution and Sales Section of the United Nations Office at Geneva and by the Documents Unit of the United Nations Industrial Development Organization (UNIDO) in Vienna. The regional economic commissions shall distribute their own documents to depository libraries in their respective regions. The Office of Public Information shall arrange for distribution of material issued by United Nations information centres to depositories in their respective areas of operation.

20. Claims for material not received in due course shall be submitted by depository libraries in accordance with instructions and of the forms provided for the purpose by the United Nations.

21. At the beginning of each calendar year, an invoice for the period 1 January through 31 December shall be mailed by the Sales Section to the depository libraries concerned.

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22. At the beginning of each calendar year, a report on the visits referred to in paragraph 13 above carried out during the preceding year shall be submitted to the Publications Board by the Director of the Dag Hammerskjold Library at United Nations Headquarters.

23. Detailed instructions on the implementation of these principles are issued in a separate document under the symbol ST/LIB/13/Rev.3.

ANNEX II

P.S. 16 (3-48) **REQUEST FOR DOCUMENTS** NUMBER OF QUADRUPLICATES

TO: DISTRIBUTION SECTION, PUBLISHING SERVICE 18-44

NO.	LINE ITEMS	NO. DOCUMENTS

ADDRESS FOR DELIVERY:	DATE WANTED	DELEGATION OR DEPARTMENT	LOCATION/ROOM
King Abdulaziz University Library Jeddah Saudi Arabia DL-299	WILL CALL	REQUESTOR EXT.	DATE
	SEND VIA	APPROVED / PCKG. NOS. / BY / VIA	DISPATCHED

Item	QUANT.	LANG.	LIST EACH DOCUMENT SEPARATELY	SEE CODE BELOW	REMARKS (For Use of Publishing Service)
1	1	E	A/31/433		
2	1	E	A/C.5/31/1		
3	1	E	E/5936		
4	1	F	E/CN.14/651		
5	1	S	S/INF.31		
6	1	E	T/177		
7	1	E	TD/180		
8	1	E	U.N. Chronicle, vol. XIV, No. 2		
9	1	E/F	United Nations treaty series, Vol. 830		
10	1	E	E.76.I.11		
11	1	E/F	E/F.75.XVIII.12		
12	1	A	GAOR. 31st. sess. Annexes, a.i. 2		
13	1	E	ESCOR. 62nd. sess. Suppl. No. 2		
14	1	E	SCOR. 32nd. year. Special Suppl. No. 1		
15	1	E	TCOR. 43rd. sess. Suppl. No. 1		
16	1	F	TDBOR. 15th. sess. Annexes. Prefatory		
17			fascicle		
18	25	E	PS.16 for "Request for Documents"		
19					
20					

A. Restricted/Limited
B. Out of print/stock
C. Will be forwarded when available
D. Superseded, see remarks
E. Appears in Official Record, see remarks
F. Will appear in future Official Records
I. Not a U.N. document
J. Not issued
K. Advance distribution only
L. Reference copies available only
M. "Provisional" – available to participants only
N. Please Clarify Request
P. Not distributed from Hq.

Shipment or mailing of the above is approved: via ☐ Air* ☐ Surface ☐ Am. Bat.

*Certifying Officer: _____ Approving Officer: _____

FOR USE OF MAIL OR SHIPPING UNIT

WEIGHT / NO. LABELS	COST	DATE DISPATCHED	VIA (MODE OF DISPATCH)	ALLOTMENT CHARGED

Date: _____ Mail or Shipping Officer: _____